

# Grant writing made easy with Business Tasmania

Presented by

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# What we'll cover today

1. Business Tasmania overview
2. How the Tasmanian Business Advice Service can assist you
3. Where to find grants and how to write a winning grant application



Our mission is to help Tasmanian business owners and operators to find answers to business-related queries quickly and accurately.

Business Tasmania is a state-wide service, supporting anyone at any stage of business.

We pride ourselves on first contact resolution.

# Services to support you



Advice  
Connections  
Referrals



Events &  
Workshops



Business advisors  
Digital coaches



Information  
Tools  
Resources



Tasmanian  
**Business Advice**  
Service

# Tasmanian Business Advice Service



Tasmanian Business Advice Service (TBAS)	New Business Support Pilot Program (NBS)
Have an ABN for 12 months or more	Have an ABN for 12 months or less, or no ABN registered yet
Access to a pool of qualified generalist advisors for up to 5 hours per financial year  Specialist advisors (future)	Access to a pool of qualified advisors for up to 2 hours per financial year
Meet in person or online with your local advisor, or choose to meet any advisor online, regardless of their location  The bio's of each advisor is available on <a href="http://www.businessadvice.tas.gov.au">www.businessadvice.tas.gov.au</a> for you to consider and select	

## Service regions and providers

Region	TBAS provider	NBS provider	Local Government Areas included
<b>North</b>	Braddon Business Centre	Rural Business Tasmania	George Town   West Tamar   Northern Midlands Launceston   Meander Valley   Flinders Island
<b>East</b>	Rural Business Tasmania	Break O'Day Business Centre Board Inc	Break O'Day   Dorset   Sorell   Tasman Glamorgan Spring Bay   Clarence
<b>South</b>	In-tellinc	Kingborough Community Enterprise Centre Inc	Huon Valley Kingborough
	In-tellinc		Hobart   Glenorchy   Central Highlands Derwent Valley   Southern Midlands   Brighton
<b>West and North-West</b>	Braddon Business Centre		Burnie   Devonport   Kentish   Latrobe Central Coast   Waratah Wynyard West Coast   Circular Head   King Island

## How to access the services?

Complete an online registration form

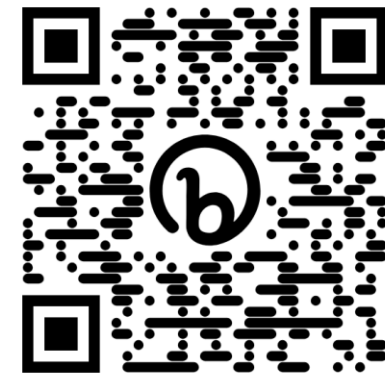
[www.businessadvice.tas.gov.au](http://www.businessadvice.tas.gov.au)

Call Business Tasmania

1800 440 026

Email Business Tasmania

[ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)



↑  
Advisor request form





# Why is Business Tasmania telling you about grants?

- We are the link between you and grant programs delivered across the Department of State Growth.
- We are the point of contact for many programs, and work with the grant process **every single day**.
- We engage with you, the business owners, and share your feedback to help improve grant programs, supporting resources and application process.



# What is a grant?

A grant is money that's made available to achieve a specific purpose. For example:



- a local council might provide a grant for community groups to run arts events for people of a certain age.
- the State Government may provide a grant to support businesses to be more resilient, innovative and to achieve their goals



# Types of grant programs

## **Competitive Grant Programs**

Programs with both eligibility and assessment criteria.

## **Non-competitive Grant Programs**

Programs with eligibility criteria only.





# Where to find grants in Tasmania

**Business Tasmania**

[www.business.tas.gov.au/funding](http://www.business.tas.gov.au/funding)

**Business.gov.au**

[www.business.gov.au/grants-and-programs](http://www.business.gov.au/grants-and-programs)

**Community grants**

[www.dpac.tas.gov.au/divisions/cpp/community-grants](http://www.dpac.tas.gov.au/divisions/cpp/community-grants)

[www.tascomfund.org](http://www.tascomfund.org)

**Event grants**

[www.events.tas.gov.au](http://www.events.tas.gov.au)

**Arts grants**

[www.arts.tas.gov.au](http://www.arts.tas.gov.au)



# How to be alerted about new grant opportunities

Sign up to Business Tasmania's newsletter at <https://www.business.tas.gov.au/updates>

Email [grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au) for Community Grant updates

Email [admin@tascomfund.org](mailto:admin@tascomfund.org) for Tas Community Fund updates



# Support when you're writing an application

- **Speak to the program contact officer.** Contact details are found in the program guidelines or on the website where the program is listed.
- **Contact Business Tasmania:** 1800 440 026 or [ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)
- **Visit the Business Tasmania Grant Writing resources online:** [www.business.tas.gov.au/grantwriting](http://www.business.tas.gov.au/grantwriting)



# Reading the Program Guidelines

The guidelines are like the ‘rules’ for the grant program, similar to a job application. They set out everything you need to know – **you must read them from start to finish.**



**FAQs are equally important to read.** These are based on what we think needs clarification from the guidelines, actual questions we are asked over the life of the program.

# What are you looking for in the guidelines?

**1. Aim or Objective**

**2. Eligibility criteria (also Assessment Criteria)**

**3. Eligible and ineligible grant expenditure**

**4. Evidence required**

**5. Time frames**

**6. Are there any acquittal requirements**





A woman with dark hair, wearing a blue apron over a light-colored top, is smiling and holding a black tablet. She is standing in a shop or store with shelves of various items in the background.

# Answering questions thoroughly

- Program guidelines will always contain eligibility criteria you must meet otherwise you will be declined, regardless of the merit of the rest of your application.
- For competitive grants, the assessment criteria is how we measure your response. The criteria will be in the guidelines.
  - If there is more than one point within one criteria, make sure you answer all points otherwise you may get a lower score (like a job application).



# Providing the required evidence

Read the guidelines and application form carefully so that you know what evidence is required.

Give yourself enough time to gather the evidence.



# Using SmartyGrants

SmartyGrants is the online system you'll use to apply for Tasmanian Government grants.

You only need to create one log on which you can use for every grant application.





# Leave plenty of time to finish your application

- You can work on your SmartyGrants application and save your progress as you go – press Save frequently while you work.
- Only you can see your application until the time you press **Submit**.
- You must **Submit** your application before the closing date and time.
- Applications can't be changed after they've been submitted.
- Late applications will not be accepted.

# Avoiding common pitfalls



- Submit on time – NO late applications
- Clear, convincing, concise answers – no jargon required
- Address all parts of the question
- Proofread it
- Attach the required evidence, and name your files what they are
- Correct bank details affiliated with your business
- Make sure your invoice is correct
- Monitor your emails throughout the process



**What happens after  
you submit?**



# What happens next?

- You'll get a confirmation email within ten minutes of pressing Submit. If this doesn't arrive - and you have checked your **Junk folder** - get in touch with the contact officer to check your application is in the system.
- The program guidelines will provide information on timeframes
- Occasionally assessors might get in touch with you for more information. Keep an eye on your emails.

# Successful or not?



- You'll be notified whether or not you're successful, generally via email.
- If you are successful, you'll be told what to do next in order to receive and use your grant.
- If you're not successful, ask for feedback on what you could do to improve future applications.
  - If you've saved all the documents to support this application onto your own computer, you could use some of this information for future grant applications.
  - Make notes on these documents with any feedback you receive.





# Acquitting your grant, what does this mean?

An acquittal is a statement that is requested from successful grant recipients for most programs.



It confirms that the grant funding provided was used as it was intended.

# Good luck!

Remember, help is available:

- Most grant programs include resources such as FAQ's to help provide clarity on the guidelines. Look through these for useful guidance.
- Allow time to get in touch with the program contact officer if you aren't sure of anything.

More information and resources: [www.business.tas.gov.au/grantwriting](http://www.business.tas.gov.au/grantwriting)

Contact us:

Business Tasmania

1800 440 026

[ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)

The logo for Business Tasmania, consisting of the lowercase letters 'bt' in white, set against a green square background.

# Connect with us



1800 440 026



[ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)



[www.facebook.com/BusinessTasmania](https://www.facebook.com/BusinessTasmania)



[www.business.tas.gov.au](http://www.business.tas.gov.au)



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